PACIFIC EDGE TECHNOLOGY

New Hire Onboarding Checklist

Set up every new hire the right way from day one, so offboarding never turns into a scramble.

Before Day One

- [ ] Create the new hire's identity account in your central identity provider (e.g. Microsoft Entra ID) ahead of their start date.
- [ ] Provision a company-owned device and enroll it in your mobile device management (MDM) system.
- [ ] Set up their email account and connect every SaaS tool they'll need through single sign-on (SSO), not independent sign-ups.

Day One

- [ ] Issue company-owned hardware rather than allowing a personal device "just for now."
- [ ] Confirm multi-factor authentication is active on their account before they log in.
- [ ] Add them to the correct shared mailbox or CRM for any client-facing communication, rather than routing everything through their personal inbox.

First Week

- [ ] Confirm they are not using any shared logins, every tool should have its own per-seat account tied to their identity.
- [ ] Add their device to your device register: owner, enrollment status, and what company data it can access.
- [ ] Start a handover document listing every system, client relationship, and credential tied to their identity.

Ongoing

- [ ] Review and update their handover document periodically, not just when they leave.
- [ ] Confirm any new SaaS sign-ups continue to go through central identity rather than independent personal accounts.
- [ ] Revisit their access permissions any time their role changes.

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A clean onboarding is what makes offboarding fast later. Most of the three-week offboarding scrambles we see trace back to shortcuts taken in the first few weeks of employment.